



Montana Secretary of State's Office Electronic Ballot Request System (EBRS) OVERVIEW



ELECTRONIC BALLOT REQUEST SYSTEM FOR INDIVIDUALS WITH DISABILITIES (EBRS)

The EBRS provides qualified Montana voters with the ability to apply for an absentee ballot, and receive and mark a ballot electronically.

QUALIFIED VOTERS WITH A DISABILITY ARE DEFINED AS FOLLOWS:

"Disability" means a temporary or permanent physical impairment such as:

- (a) impaired vision;
- (b) impaired hearing; or
- (c) impaired mobility. Individuals having impaired mobility include those who require use of a wheelchair and those who are ambulatory but are physically impaired because of age, disability, or disease.

DIRECTIONS

Step 1: Request Ballot

- Access the EBRS from the SOS website at <http://www.sos.mt.gov/elections/Disabilities/index.asp> (or click on the EBRS logo).
- Complete the affirmation and user information.
- Follow the instructions for each step of the ballot request system.

Step 2: Receive Code for Ballot Access

- After the county processes your absentee request, you will receive an email from the system that includes an alpha-numeric code that can be used to access your electronic ballot.

Step 3: Mark Ballot

- Mark your ballot selections.
- Review and confirm your ballot selections.

Step 4: Print Ballot, Transmission Cover Sheet, and Envelope Templates

- Return your ballot and supporting documents via mail or in person to your [county election office](#).
- Track your ballot online at [My Voter Page](#) or contact your [county election office](#).

AVAILABILITY

Qualified Montana voters can access the EBRS beginning 30 days before the 2018 Federal Elections.

Election	Election Day	EBRS Ballot Request Availability	EBRS Ballot Access Availability
Primary	June 5, 2018	May 7 th – Noon, June 4 th	May 7 th – 8:00 PM, June 5 th
General	November 6, 2018	October 9 th – Noon, November 5 th	October 9 th – 8:00 PM, November 6 th

QUESTIONS?

- For questions about your absentee ballot contact your [county election office](#).
- For questions about the EBRS see Frequently Asked Questions, or contact the Secretary of State's Office at sos elections@mt.gov or toll free at (888) 884-8683.



Montana Secretary of State's Office Electronic Ballot Request System (EBRS) Frequently Asked Questions

Q: What is the Electronic Ballot Request System (EBRS)?

A: The EBRS is an online system designed to allow Montana voters with disabilities the option to apply for an absentee ballot, access, and mark their ballot electronically.

Q: Who can use the EBRS?

A: A registered voter who meets the definition of an individual with a disability as defined in State Law:

"Disability" means a temporary or permanent physical impairment such as:

- (a) impaired vision;
- (b) impaired hearing; or
- (c) impaired mobility. Individuals having impaired mobility include those who require use of a wheelchair and those who are ambulatory but are physically impaired because of age, disability, or disease.

Voters must affirm their qualifications and eligibility as a voter with a disability and enter a residential address that can be matched with a Montana ballot type before they can access and mark a ballot.

Q: Can someone who is not registered to vote use the EBRS?

A: A qualified individual who is not yet registered to vote may access a voter registration application on the EBRS, but must print the application and mail or deliver it in person to the county election office. A ballot cannot be accessed from the EBRS until the county election office processes the voter registration application.

Q: How do I access the EBRS?

A: A voter can access the EBRS from the Secretary of State's website at <http://www.sos.mt.gov/elections/Disabilities/index.asp>.

Q: When can I request an absentee ballot using the EBRS?

A: Beginning 30 days before election day and ending at noon the day before election day.

Q: Which elections can the EBRS be used to vote in?

A: The EBRS is available only for federal primary elections, federal general elections, and federal special elections.

Q: How can a voter with a disability vote electronically in other elections?

A: Voters with disabilities may contact their county election administrator to request an electronic ballot for elections other than the federal primary, federal general, and federal special elections. This ballot is emailed to the voter. However, as is the case with EBRS ballots, the ballot cannot be submitted electronically.

Q: How do I know that the county election office received my electronic ballot request?

A: You will receive an email notifying you that your ballot request was received.

Q: What does the ballot look like?

A: The EBRS has been configured with ballot information for every county in Montana. The ballot the voter accesses online will look very similar to standard, county-issued ballots.



Montana Secretary of State's Office Electronic Ballot Request System (EBRS) Frequently Asked Questions

Q: How do I mark my ballot?

A: Depending on the type of device being used, an electronic ballot can be marked by touchscreen, mouse, or keyboard.

Q: What if I cannot sign my ballot materials?

A: Voters with disabilities that cannot provide a signature may use a mark or fingerprint, may have an election judge or friend sign for them, may use a Designated Agent to sign for them, or provide their driver's license number or last 4 of social security number in lieu of a signature.

Q: How can I submit my voted ballot?

A: You may either mail, with postage affixed, or deliver your ballot in person.

Q: Can I submit my voted ballot via email or fax to the county election office?

A: No, the law requires you to mail, with postage affixed, or deliver your ballot in person.

Q: Can I bring my completed electronic ballot to my polling place on election day?

A: You may deposit your ballot, along with the transmittal coversheet, secrecy envelope template, and signature envelope template, at any polling place in your county or at the county election office.

Q: How will I know my ballot has been received by the county election office?

A: You can track your ballot online at [My Voter Page](#), or [contact your county election administrator](#).

Q: Once I receive an access code for my ballot, how long do I have to access it?

A: The system will be available to access your ballot using the access code provided until 8:00 PM on election day. However, you must ensure your ballot is at a polling place in your county or the county election office before 8:00 PM on election day.

Q: I changed my mind about my ballot. Can I redo it?

A: You can use the access code provided to re-access your ballot. Any ballot markings previously made will not be saved when you re-access your ballot, but you will be able to mark a new ballot. Keep in mind that you may only send one voted ballot to your county election administrator. If you have already mailed or delivered your voted ballot, you cannot vote another one if you made a mistake or changed your mind.

Q: When do I have to submit my ballot?

A: Your ballot must be received at a polling place in your county or your county election office by 8:00 PM on election day.

Q: Who may I contact with additional questions or concerns about the EBRS?

A: Contact the Secretary of State's Office (406) 444-7911, toll free 888-884-8683, or soselections@mt.gov.



Montana Secretary of State's Office Electronic Ballot Request System (EBRS) County Frequently Asked Questions

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Q: How does a voter know that the county election office received the electronic ballot request?

A: The system automatically generates an email that notifies the voter that a ballot request was received.



Montana Secretary of State's Office Electronic Ballot Request System (EBRS) County Frequently Asked Questions

Q: The system is unable to identify a ballot style for a voter's residence. What should the county do?

A: In a few rare cases, the EBRS cannot match a voter's residence to the correct ballot style. Verify that the voter entered their residence information correctly. If you still have problems, contact the Montana Secretary of State's Office at (406) 444-7911, toll free at 888-884-8683, or at soselections@mt.gov.

Q: What if a voter cannot sign ballot materials?

A: Voters with disabilities that cannot provide a signature may use a mark or fingerprint, may have an election judge or friend sign for them, may use a Designated Agent to sign for them, or provide their driver's license number or last 4 of social security number in lieu of a signature.

Q: How can a voter submit a voted ballot?

A: They may either mail, with postage affixed, or deliver their ballot in person.

Q: Can they submit their voted ballot via email or fax to the county election office?

A: No, the law requires that electronic ballots for voters with disabilities be mailed, with postage affixed, or delivered to a polling place or the county election office.

Q: Can a completed electronic ballot be deposited at a polling place on election day?

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A: Ballots can be tracked online at [My Voter Page](#) or they may contact the county election office.

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Updated May 4, 2018

